



Procurement Services

Weekly Information Newsletter

01/30/04

Volume 132



2003 NASPO
Cronin Club Gold
Winner

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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Press Release from Attorney General Regarding Affidavits

Connecticut Attorney General's Office

Press Release

Attorney General to Require Affidavits from State Contractors, State Employees Awarding Contracts

January 8, 2004

Attorney General Richard Blumenthal today announced he is requiring as a condition of approval of their contracts all state contractors sign affidavits that they have not given relevant state employees gifts over the last 10 years. Blumenthal is requiring similar affidavits from state employees stating they have not received gifts from contractors or leaseholders during the last decade.

For any gifts, the affidavit must indicate who provided the item, when it was given and its value. The policy applies to all contracts and leases of \$100,000 or more.

Blumenthal is requesting state agencies' cooperation, but is imposing the requirement immediately and unilaterally by refusing to sign or review any state contracts lacking accompanying affidavits.

In addition, Blumenthal announced that in coming weeks he will submit a package of legislative proposals aimed at restoring integrity and credibility to the system of awarding state contracts. Blumenthal has been investigating wrongdoing in state contracting for more than 10 months.

"There is powerful, persuasive evidence that the current system is fundamentally flawed, that abuses have led to waste and criminal wrongdoing, and that key defects must be remedied," Blumenthal said. "While my investigation is not complete, the information that we have obtained so far shows that the causes and consequences of the current state contracts controversy may not be isolated, occasional or superficial, but instead may be deep-seated, recurrent and systemic."

"The immediate action announced today – measures that may be implemented unilaterally if swift joint action is lacking – constitute a short-term precaution meant to last as long as necessary while comprehensive proposals for reform are considered and implemented. The ultimate goal is no less than to restore credibility and integrity to state contracting. We must literally change the way the state does this business – reshape its culture and standards," the Attorney General said.

The Attorney General's policy uses the state ethics code to define "gift," but adds a ten-year look back. That law requires state employees to report the receipt of anything worth \$50 or more. The Attorney General's policy includes gifts for celebration of a major life event, which are exempt from reporting under the ethics code. Acceptance or receipt of a gift with a value greater than \$50 would not automatically lead to rejection of a contract.

Reports of gifts open to public inspection.

Blumenthal expects his legislative proposals for contract reform to include:

- Establishing an independent contract review body for major state contracts similar to the State Properties Review Board.
- Developing clear procedures and standards for scrutiny and evaluation of bid submissions and performance.
- Enacting stricter and swifter sanctions for unethical or illegal practices.
- Requiring all privatization contracts be reviewed by the independent contract review body and developing standards for approving such contracts to ensure they achieve actual fiscal savings while maintaining the quality of services and protecting public healthy and safety.
- Strengthening protections for state whistleblowers who risk their livelihoods and families to step forward with significant information of abuses, and providing financial incentives for such whistleblowers whose information enables the state to recover misspent state funds.

According to the Attorney Generals Press Release above, DAS will be administering the following per the AG's requirements:

- Agencies will now be required to use these forms whenever they participate in bid/rfp evaluation teams or instances when agency staff gets involved in the bid/analysis and recommendations to DAS.
- Signatures on the affidavits must be notarized.
- Questions about the use of forms regarding DAS Contracts can be directed to Carol Wilson at 860-713-5093 or carol.wilson@po.state.ct.us.
- Questions surrounding the use of forms within their agencies can be directed to their AG contact.

Click on these links to get the appropriate forms:

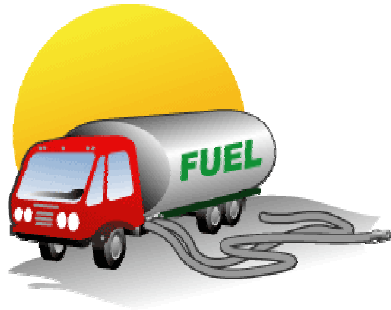
Contractor Affidavit Form

[http://www.cslib.org/attygenl/press/2004/other/ethics revised contractor affidavit gifts.pdf](http://www.cslib.org/attygenl/press/2004/other/ethics%20revised%20contractor%20affidavit%20gifts.pdf)

Employee Affidavit Form

[http://www.cslib.org/attygenl/press/2004/other/ethics revised state employee affidavit gifts.pdf](http://www.cslib.org/attygenl/press/2004/other/ethics%20revised%20state%20employee%20affidavit%20gifts.pdf)

Winter Fuel Delivery Information



A friendly reminder to all maintenance departments:

During this time of the year, snow and ice collect in and around the oil fill boxes. This situation causes difficulties for the fuel delivery drivers to get to the filler pipe in order to make a delivery. It also causes the driver to spend extra time chipping ice and shoveling snow, which is expensive, time consuming, and not his responsibility. Keeping the fills clear is the responsibility of each facility maintenance department.

In addition, if you request *specific time deliveries*, there must be someone at the facility to assist the driver in getting to the fills and to sign the delivery ticket.

Lack of attention to the above mentioned details could result in extra time (demurrage) charges to you. Your efforts are appreciated and will result in the continuation of safe and timely oil deliveries

Reminder to all E-Partner Forum Attendees:



Please Note: *In the event of inclement weather*, call **860-713-5082** on the morning of February 3, 2004 to hear a recorded message with forum delay or cancellation information. Thank you!

US Foodservice Price List for Week of January 30, 2004



To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of January 30, 2004.

[Price List for Week of January 30, 2004](#)

CT Environmentally Preferred Purchasing



CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.

Vendor Spotlight???



Who would *you* like to see in the “spotlight?” We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at teresa.dupont@po.state.ct.us with your requests and suggestions.

Core-CT Information



Financials to be Unavailable During Month-end Processing January 31

Core-CT Financials users will not have access to financials modules on Saturday, January 31, 2004 because of month-end processing. The Core-CT Financials Team is working toward making the month-end process have less of an impact on the following day, but for this month, financials users will not have access to the system from 7 p.m. Friday January 30 until 6 a.m. Monday February 2.



Payment Predictor Issue

Core-CT has been experiencing intermittent problems with the AR_PREDICT process the past few business days. This happens in the case of deposits where both the customer and item references are entered. While the team investigates a possible solution with PeopleSoft, Financials users should not enter customer information for deposits that will be applied through Payment Predictor.



Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)



Getting Help Quickly And Easily

Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at meg.yetishefsky@po.state.ct.us or (860) 713-5228.

Newly Certified! – [01/19/03 through 01/23/04](#)

Peppy's Points to Ponder

This week's "Point to Ponder" comes to us from **Kim Zordan** of the **Department of Revenue Services**. Thank you Kim for sharing this excellent quote with us!

*“In any moment of decision, the best thing you can do is the **RIGHT** thing, the next best thing is the **WRONG** thing, the worst thing you can do is **NOTHING**.”*

-Theodore Roosevelt



Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Don't be shy! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Peppy's Toolbox

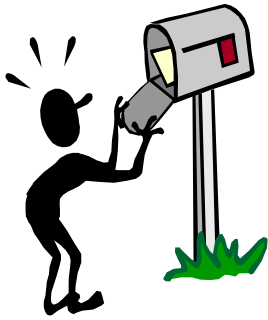
Click on the “toolbox link” at the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



WINning Ways!



C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our “WINning Ways” section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.



Ask Peppy!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.



Tech Talk with Ms. Bits n' Bytes

Spreadsheets

Spreadsheets are boring. Why not gussy them up with some seriously snazzy text? Here's how:

- ① Click the cell you want your fancy text to appear in. You could skip this step and drag it to where you want later. (Word Art doesn't exist within cells, but rather over cells.)
- ② Select View, Toolbars and click on Drawing. This invokes the Drawing toolbar.
- ③ Click on the Word Art icon to bring up the Word Art Gallery.
- ④ Choose the fancy text that appeals to you, click it and press OK.
- ⑤ Enter the text you want displayed as Word Art.
- ⑥ Using the text handles, shrink or enlarge your Word Art to the appropriate size.

Sales		2000	2001
	Spencerport	\$6	\$9
	Hilton	\$8	\$10
	Brockport	\$12	\$14
Our Sales Rule!			

Website of the week



PLEASE REMEMBER MANY STATE AGENCIES HAVE POLICIES FOR INTERNET USAGE, DO NOT CLICK ON LINKS AT WORK. HOVER OVER THE LINK, THIS WILL SHOW YOU THE FULL WEB ADDRESS. JOT THE ADDRESS DOWN AND ENJOY IT FROM HOME.

Remember **Pixy Stix** and **Razzles**? How about **Gum Cigars** or **Charm Lollipops**? Hometown Favorites is your online source for nostalgic candy, penny candy, retro candy, old-fashioned candy and more! Check it out. It is a really "Sweet" website.

[HometownFavorites](http://www.hometownfavorites.com)



Please write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 01/26/04:

Contract #	Contract Name	For:	Contract Term
03PSX0442	Purchase of Various Vehicles	Dept. of Environmental Protection, All Using State Agencies and Political Subdivisions of the State	State earliest delivery date or production model cut off date

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!



Keep up to speed with what’s happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email to teresa.dupont@po.state.ct.us and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.